Application Form

Section I:

- Project Title: Hooper Consolidated Library System

  Name of Submitting Entity: Hooper Public Library and Logan View Pubic Schools

  Project Contact Information:

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- Certification for Request

  I certify to the best of my knowledge the information in this application is correct and that the application has been authorized by this entity to meet the obligations set forth in this application.

  Authorized Signature: _____

  Typed Name:

  Name of Entity: City of Hooper

  Date: 2/14/2001

  Total State Funds Requested: $25,000

Section II: Executive Summary

The city of Hooper, in partnership with the Hooper Library board is in the process of relocating their existing library in a remodeled and updated structure. The community has committed almost $140,000 for the purchase and remodeling of the new structure. This move presents an opportunity to cooperate with the Hooper Elementary School (an elementary school in the Logan View Public school district). At the present time neither

facility has an automated library system. The consolidated system will purchase and share a library automation system. Access to the resources of both facilities would be available from stations in each library, from the home, or on line from any other facility that has Internet access. The system would purchase one central server and place the database of resources online, saving several thousand dollars. This server would be operated by personnel at the elementary school who have been trained in its operation, again saving the public library the expense of hiring and training additional staff to operate this technology. Links to this database would also be placed on the Logan View Public School's web page.

This project would also upgrade the technology at each facility in a cost effective manner. Presently the public library has only one computer that allows Internet access using a dialup modem. Computers will be purchased to provide public access to the automated system and the Internet. The elementary school presently uses a 56kbps frame relay system, which provides marginal internet connectivity. Each facility will upgrade to DSL connectivity with a 512kbps bandwidth to communicate more efficiently. This project would allow the public library, with the additional space in the new facility, to implement a small network. This network would include a new desktop circulation computer, computers with access to both the automated information data bases and the internet, and a networked printer. This arrangement would provide after school hours for the elementary students to do research and homework projects. It would also provide the entire community with public high speed Internet access that presently is lacking in the community.

Section III

- The Project's goals and objectives and their relationship to the entities' comprehensive technology plans.

The overall goals of this project are to increase the community's access to information via the Internet, to provide increased access and increased utilization of both libraries' resources, and to provide increased bandwidth for Internet access at both facilities. The objective of increased bandwidth is to increase the Internet usage at both facilities and to allow for more efficient instruction in use of Internet resources at the elementary school.

The public library has identified a need to increase the public access to Internet services. There is no other facility in the city that offers this service. In the present facility the librarian limits the time one user can use the computer with dial up access and there seems to always be someone waiting to use it. This includes students who are attempting to do school projects during evening hours.

The public school has identified a goal of "overall support, integration and equity for technology throughout the district." Presently the secondary building is the only site that has a computerized information database of its media resources. This project would expand that resource to the Hooper Elementary site. It is the intent of the district to then expand the database to include all the elementary sites in the district as time and resources allow. Also the district does subscribe to online resources such as encyclopedias, magazine databases, and science and technology information databases.

At present, with the limited Internet capability of the elementary school, it is difficult for a class of students to access these resources in a time efficient manner. Both teachers and students become frustrated with the slow speed of Internet access. The new DSL line would help solve this.

It is also the goal of the district to "implement technology which will increase student achievement." Again, by having increased availability to the Internet and Internet based databases student achievement will be enhanced.

- The project's objectives and how they support the goals of the NITC and/or the priorities of the Community Council.

The Hooper Consolidated Library Project meets the following NITC goals and priorities:

Support the development of a unified statewide telecommunications infrastructure that is scalable, reliable and efficient as to:

Improve government efficiency and effectiveness:

Joining the two libraries with one central server utilizing one system manager will provide maximum efficiency and effectiveness for the project members, as well as provide increased ease of use by their patrons. Not only will initial start up costs be less but yearly maintenance and support costs will be reduced.

Expand citizen access to government information:

This project will allow increased citizen access to state, local, and federal government websites that will facilitate access to government information.

Broaden educational opportunities to include expanded access to lifelong educational and training opportunities so that Nebraska's citizens and workforce can prosper in the emerging information society;

Automating each library's catalog and improving Internet access will allow patrons to access information, including each library's database, plus a variety of online databanks, and educational web sites. It would also increase access to sites that would include information on various educational institutions, training facilities, and online education opportunities. This resource is almost totally lacking in the community at the present time.

Coordinate the state's investment in telecommunications infrastructure so as to:

Develop new ways to aggregate demand, reduce costs, and create support networks:

The shared system will utilize one central server, eliminating the need for separate servers. Also the school system will be able to provide system management, at no cost, to the public library that, otherwise, would be difficult to provide on their own.

Encourage collaboration between communities of interest:

Both the pubic school and the City of Hooper have their patron's interests as their utmost priority. The more that community government and public schools can cooperate in providing for their constituent's needs the greater the savings of tax dollars and the greater the appreciation for each other. This project will increase the information available to patrons of both the community and school.

Determine a broad strategy and objectives for developing and sustaining information technology development in Nebraska, including long-range funding strategies so as to:

Stimulate and support information-based economic development:

Rural communities often lack the resources, facilities, and telecommunication infrastructure to provide for adequate information acquisition via the Internet. As e-commerce accelerates and workforce flexibility becomes more vital, communities must provide access to online information to be competitive. This project will provide this resource which will help improve the quality of life and support economic development.

Encourage and enable long-term infrastructure innovation and improvement:

This project will provide the model for additional merging of databases that are included in the Logan View School district. The vendor chosen to provide the automation system for this project will likely become the vendor used to provide additional automation services in the school district and community. This district includes three small villages, 6 elementary attendance centers and one secondary attendance center. Providing online resources of all data bases for all of the district patrons is a long term goal of the district.

Nebraska will cultivate an economic, political, and regulatory environment conducive to IT development by:

Ensuring access to public and private services for all citizens of the State of Nebraska (regardless of impediment, i.e., location and sociol-economic status) through the appropriate and efficient use of information technology.

There are citizens of our community who may not have internet access in their homes. This may be because of financial constraints or lack of technical expertise. A public Internet connection will provide access to the internet to all patrons of the community. It will also help provide all school children with an access to resources regardless of their economic status.

Section IV: Scope and Objectives

1. Describe the project's specific scope and objectives.

The consolidated library will provide the access to both the elementary school's and the public library databases on a 24-hour online basis to anyone with Internet access.

The upgrade of Internet connectivity in both facilities will increase both the availability and utilization of Internet resources.

The consolidated library will provide a model and starting point for further integration of data bases located within the boundaries and the school district and respective communities.

2. The beneficiaries of this project will include:

Students attending Hooper Elementary School will benefit through increased capacity of their internet connectivity and by after school availability of both data bases as well as the improved internet connectivity of the public library. Hooper community patrons will benefit from the computerized databases and improved Internet connectivity. Potentially all Logan View Public School students would benefit from expanding the number of online data bases.

3. Expected outcomes of this project:

Initially the project will provide computerized management of both libraries' resources. This will allow for more efficient management of both facilities.
The project will also provide online access to the databases so that all patrons will be able to access them from the Internet.
The upgraded Internet capability will provide the instructional staff of the elementary school increased bandwidth to the Internet. This will increase the overall usage of Internet resources and provide more efficient instruction in use of online resources.
The upgraded Internet capability in the public library will provide the public increased access to the Internet, increasing overall usage of Internet resources both by the adult and student populations.

4. Measurements and assessment methods that will verify project outcomes:

Part of the success of this project will be the fact that databases of both facilities will be computerized, online, and on the Web.
Use of the Internet by the instructional staff at the elementary school will increase. This will be determined by surveying the staff both before and after implementation of the project.
Use of the Internet by patrons of the public library will increase. This will be verified by logging of the Internet usage at the library.

5. Significant constraints of the project:

There seem to be few significant restraints to this project as proven technology and software applications will be utilized. Possibly the limited number of computers at the public library will cause some limitations in usage by patrons. Also it is possible that at some point in the future additional bandwidth would be required, particularly at the elementary school.

6. Significant assumptions relating to the project:

The efficiency of operations of both libraries will improve with the use of a computerized management system.
Increased bandwidth will increase both the efficiency and overall use of the Internet in the school and the public library.
Management of one server, at one location, will be more cost effective than managing separate systems.

Project Justification:

1. Cost/Manpower Summary of each library purchasing separate systems:

	Hooper Elementary	Hooper Public Library	Total
Hardware	$9100	$12,600	$21,700
Software	$4,600	4,600	$9,200
Management And Data Preparation	$14,000	$14,000	$29,200
Installation & Networking	$4250	$8700	$12,950
Training	$700	$1,700	$2,400
Total			**$75,450**

1. Cost/Manpower summary of purchasing as a consolidated project:

Hardware	$9,100	$5,400	$14,500

Software	$4,600	--	$4,600
Management And data Preparation	$12,800	$15,200	$28,000
Installation & Networking	$3,750	$3,250	$7,000
Training	$350	$350	$700
Total			**$54,800**

The above chart indicates savings in initial costs of over $20,000. These savings do not include the savings that will be incurred for yearly operations and maintenance. The expertise and management of the server will be provided by the school district, saving the public library the expense of contracting for that service. Also, the partners will split yearly subscription fees for software upgrades. These savings could amount to over $3,000 per year.
Each partner will be responsible for the upgrading and maintenance of hardware located at their facility.

2. Impact the project will have on the customers, clients and citizens:

Probably the greatest justification for this project is the provision for services that will be vastly upgraded from the present state. Neither library is presently automated, the public library has only limited Internet access, and the bandwidth available at the elementary school limits the overall effectiveness of instruction using the Internet.

3. Impact the new system will have on current problems and how it will impact the entity's policies, procedures, standards, staffing, costs, and funding:

This project will help solve existing problems concerning manual management of resources. This time consuming process will be greatly facilitated with the new automated system. Staffing problems will be minimized by the school district providing expertise in operating the automated system. The problems associated with minimal Internet access at the public library and patrons being forced to wait to use the present system will be greatly alleviated. Teacher's frustrations with slow Internet access at the elementary school will also greatly diminish.

4. Other solutions that were evaluated and why they were rejected. Explain the implications of doing nothing and why this option is not acceptable;

Each library could automate separately, but this would involve unnecessary expense and would require that the public library provide staff that would be able to install and

maintain a separate system. It is not an option to continue with the limited public Internet access available. One dial up modem is simply not acceptable.

5. The project's compliance with any state or federal mandates.

The State has stressed consolidation and collaboration between entities funded by tax dollars. This project is intended to comply with the mandates.

Section VI Implementation:

Describe the implementation plan – from design through installation and ongoing support for the project.

1. Project sponsor(s) and stakeholder acceptance analysis:

The primary stakeholders in this project are the Hooper Public Library, the City of Hooper, and Logan View Public Schools. The City of Hooper has been involved in planning and renovating the new facilities of the public library for approximately 2 years at a cost of approximately $140,000. Logan View Public Schools was formed from a class VI secondary school district and 7 class 1 districts three years ago. Upgrading and increasing the availability of technology throughout the district, especially in the elementary schools, has been an ongoing endeavor.

2. Define the roles, responsibilities, and required experience of the project team:

There are five principal members of the project team. They are:
Sara Cordes, President of the Hooper Library board; Sue Blomendahl, Media Specialist at Logan View Public School; Gary Loftis, Technology Coordinator for the Logan View Public Schools; Lylas Guthrie, Librarian of the Hooper Public Library and Jan Blomendahl, Media Specialist at the elementary library.
Mrs. Cordes as president will act as liaison between the city of Hooper and Logan View Public Schools, coordinate the move of the Public library from present facilities to the new facilities, and supervise the implementation of the new technology at the public library.
Sue Blomendahl has many years of experience as a media specialist. She presently supervises the 7-12 medial center and has successfully implemented an automated system at that center. Mrs. Blomendahl has also been very active in promoting use of technology in the school system and will provide excellent guidance in preparing and implementing the combined database.
Mr. Loftis has taught in the Logan View School system many years and has been the technology coordinator for the Logan View system for 3 years. He has managed the LAN at the 7-12 building as well as three of the elementary sites during that time. At the present time he supervises the operation of three Windows NT servers and a Mac G3 server in the district.

Mrs. Guthrie has been the librarian at the public library for many years and will be responsible for operating the automated system at the public library.
Jan Blomendahl has worked in the Hooper Elementary school as Media Specialist for several years and will be responsible for operating the automated system at the elementary school.

In addition the overall project will be conducted under the supervision of personnel from the Educational Service Unit and the selected vendor.

3. Major milestones and deliverables for each milestone:

Project Task Month 1:

- Request and review proposals of hardware vendors.
- Request and review proposals of Library Automation vendors.
- Request and review proposals for installation, training and database acquisition.

Project Task Month 2:

- Make selection of vendors for above needs.
- Install needed wiring, and modems in public library.
- Install modem in elementary school.

Project Task Month 3:

- Make physical move of media materials for the Public Library.
- Take delivery of hardware. Begin Installation and setup.

Project Task Month 4:

- Finish hardware setup and software installation.
- Begin database automation.

Project Task Month 5:

- Continue with database automation.
- Begin training of library staff in utilization of Library Automation System.

Project Task Month 6:

- Finish database automation.
- Place database online and on Internet.
- Continue training of library staff.

Project Task Month 7:

- Begin training of instructional staff at elementary school in use of Automation System and the online database.

- Begin training of public in the use of hardware, automated data base and Internet resources.

Project Task Month 8:

- Continue patron training at public library.
- Begin logging of patron use of Internet resources and automated system at public library.
- Begin student training of automated system at elementary school.

Project Task Month 9:

- Continue Patron Training
- Obtain feedback from patrons and instructional staff regarding use of automated system.

Project Task Month 10:

- Continue obtaining feedback from patrons and staff.

Project Task Month 11:

- Evaluate feedback by project team and make recommendation for needed changes.

Project Task Month 12:

- Implement recommended changes if possible.

4. Training and staff development requirements and procedures:

Media Center staff training will be part of any negotiated contract with the library automation vendor. This should be a minimal requirement considering the experience of existing staff.

Once the system is in place, the training of other instructional staff will be conducted by media center staff and the technology coordinator. Initial training sessions will be held formally and as needed following implementation.

All training of public patrons and students will the responsibility of the instructional and library staffs.

5. Maintenance and on-going support requirements, plans and provisions.

On going maintenance of hardware will be the responsibility of each of the project's partners. Continued support of library and instructional staff will be provided by the school district either through providing in house training and contracting with appropriate vendors.

Section VII: Technical Impact

Describe how the project enhances, changes or replaces present technology systems, or if new system are being added.

This project will add a new automated system to both the elementary library and the public library.
It will replace the outdated dial connectivity in the public library and will replace the present 56k frame relay connectivity in the elementary school with 512kbps DSL connectivity.

1. Describe the hardware, software, and communications requirements for this project:

Central server: Pentium III 933 Mhz processor, 512MB RAM, 256 cache, 12X DVD, 40X CD- Rom drive, Hot swap drive bays, Raid technology, and tape backup; Ethernet cards, Windows 2000 Server software, 15 inch Monitor, keyboard and mouse. Library automation software including web capabilities.

Circulation Computers : Pentium III or Celeron Processor, 700Mhz or greater, minimum of 256Mb Ram, network cards, minimum of15 inch monitors, CD-Rom, speakers, with net browser capability

Public Computers: Pentium III or Celeron Processors, 700Mhz or greater, minimum of 128Mb RAM, network cards, 15 inch monitors, CD-Rom, speakers, with net browser capability.

DSL connectivity with a minimum of 512kbps bandwidth.

The strength of this solution is that both partners become automated and both partners will dramatically increase the bandwidth of their Internet connectivity.
The weakness of the solution is the dependence on the Internet for circulation management from the public library. A temporary loss of connection is a risk.

2. Rational for determining the selection and appropriateness of the proposed technology components compared to the needs of the users.

Library automation has been developed with both circulation administration and the patrons of the library in mind. By implementing a web catalog any platform will be able to access the databases from any location. The windows environment has become the standard for the operating software on the server. It is also the most recognized operating system in business and the home. The 512kbps DSL bandwidth was recommended by several of the vendors contacted.

3. Address issues pertaining to reliability, security and scalability.

This project will use proven hardware and software technology. Windows 2000 server has proven itself as a reliable operating system.
Firewalls will be installed at each site to insure security.
As time and resources permit this project will be scaled to include more of the library databases of the school district.

4. Appropriateness of the key technologies to the State Technology Plan requirements.

Not Applicable

5. Compatibility with existing institutional and/or statewide infrastructure:

The elementary school already has the internal infrastructure such as category 5 wiring, and hubs in place. It also has a 22-station computer lab in place for classroom use. The school district also maintains a homepage on which a hot link to the web catalogue will be placed.
The new public library is being remodeled with the idea of leaving room for additional computers and an automated system.

Section VIII: Risk Assessment

- Describe possible barriers and risks with implementing the project.

The partners realize the risk of using the Internet to communicate with the public library circulation desk. There will be times when the Internet is temporarily down and interruptions will occur. However, there are many library systems that communicate using the Internet or various types of WANs. This technology has proven itself to be reliable. The largest risk during operation of the system would be the loss of data. This has been dealt with by using Raid technology and a tape backup of data. The use of Raid technology will also reduce the risk of hard drive failure in the server.
Should the Consolidated Library project not be completed both members would be required to implement its own automated system at greatly increased costs. (See Section V) Also the training and management costs would increase, especially for the public library, as they presently have no one on staff who is familiar with automated systems. Not having the combined databases on the Web will reduce the flexibility with which those databases can be accessed. Also, considering overall costs and the various tax lids in place, it would be very difficult for a small community and school district to implement the new technology that this project would provide.

	CTF Grant Funding	Cash Match	In-Kind Match	Total
Personnel			16,800	16,800
Contractual Services				
Design				
Programming and Testing	2,500	1,000		3,500
Project management				
Other	5,000	6,900		11,900
Capital Expenditures				
Hardware Acquisition	12,900	1,600		14,500
Software Acquisition	4,600			4,600
Network Costs		1,500		1,500
Other		2,000		2,000
TOTAL	**25,000**	**13,000**	**16,800**	**54,800**

Financial Narrative Notes:

Captital Expenditures

Hardware			
	Specs.	Budget Each	Total
Server	Intel Pentium III Minimum of 800 Mhz Processing speed Raid Technology and tape backup Minimum of 800 Mhz Minimum 512Mb RAM CD-Rom, Keyboard, Mouse, Monitor, 10/100 network card Windows 2000 server OS	$6,000	$6,000
Two Circulation Desk computers	Intel Pentium III or Celeron Processor, Minimum 700Mhz Minimum 256 RAM CD-Rom, Network cards, Keyboard, mouse, monitor	$1,200	2,400
3 Public use Cpomputers	Intel Pentium III or Celeron Processor, minimum 700Mhz, minimum 128Mb Ram, keyboard. mouse, CD-Rom, network card	$1,000	$3,000
Firewall device		$1,200	$1,200
Ugrade of existing computer		$500	$500
2 Barcode Scanners		$700	$1,400
Total Hardware			**$14,500**
Software	Library Automation Software		$4,600
Networking	Wiring in public Library		$500
	DSL modems	$250	$500
	Hub and wiring closet	$500	$500
Other	4 computer stations/desks	$300	$1,200
	2 Circulation Desks	$400	$800
Total	**Capital Expenditures**		**$22,600**

Financial Narrative Notes

Personnel

.05 FTE technology coordinator for assistance in initial setup and testing of hardware/software	Salary --$2,000 Fringe Benefits --$400	$2,400
0.2 FTE Elementary Staff librarian for program initial management, and evaluation	Salary -- $6,000 Fringe benefits--$1200	$7,200
0.2 FTE Public Library Librarian for intial program management and evaluation	Salary -- $4,000 Fringe benefits -- $800	$4,800
.05 FTE by technology coordinator for management and supervision of project	Salary -- $2,000 Fringe benefits -- $400	$2,400
Total Personnel		**$16,800**

Contractual Services

Item	Cost Breakdown		Total Cost
Programing and Testing			
Server and workstation setup: testing of network by hardware vendor		$3,500	$3,500
Total -- Programing and Testing			**$3,500**
Other:			
Training by software vendor			$700
Updating of shelf list by existing personnell	100 hours At $12/hr		$1,200
Marc Entry from shelf list by vendor including bar code and protectors	.50 per entry * 20,000 volumes		$10,000
Total Other			**$11,900**
Total of Contractual Costs			**$15,400**

Financial Narrative Notes

Cash Match sources will be the Logan View School District and the City of Hooper.

Logan View will provide the following cash match as needed:

Server and hardware Setup -- $1,000

Updating of shelf list -- $600

Marc Entry expense -- $2,000

Purchase of one circulation computer -- $1,200

Purchase of circulation desk -- $400

One half of vendor Training -- $350

DSL modem $250

The City of Hooper will provide cash match as follows as needed:

Update of shelf list -- $600

Marc Entry Expense -- $3,000

One Half of vendor training -- $350

Network wiring, computer desks,
Circulation desk, and DSL modem -- $2,750

Computer Upgrade -- $500

All staff and personnel time will be provided by the Logan View School District and the Village of Hooper and will be logged as verification of in-kind match.